

**DEPARTMENT OF CHARITABLE GAMING
STOREROOM INVENTORY FORM – INSTANT BINGO/SEAL CARDS/PULL-TABS**

INSTRUCTIONS

When To Use: Use this particular form to track the organization's instant bingo/seal card/pull-tab gaming supplies that are received by the supplier, stocked in the storeroom and permanently removed from the storeroom on a perpetual basis.

The form needs to be maintained on the premises on where the bingo session is being conducted by the organization.

Organization: Fill in the official name of the organization.

Page Number (#): Fill in the page number.

Column A	<i>Invoice Number (#)</i>	Enter the invoice number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
Column B	<i>Invoice Date</i>	Enter the date of the invoice of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
Column C	<i>Supplier</i>	Enter the name of the supplier who furnished the particular type of instant bingo/seal card/pull-tab deal.
Column D	<i>Form Number (#)</i>	Enter the form number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
Column E	<i>Deal Name</i>	Enter the name of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
Column F	<i>Serial Number (#)</i>	Enter the serial number of the particular type of instant bingo/seal card/pull-tab deal that was received from the supplier.
Column G	<i>Date Sold</i>	Enter the date of the bingo session in which the particular type of instant bingo/seal card/pull-tab deal was completely sold.
Column H	<i>Volunteer Initials</i>	Enter the initials of the volunteer who is completing the storeroom inventory form for instant bingo/seal cards/pull-tabs (Form 109-B).